

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER PR-R5-13-00486		PAGE OF 1 3			
2. CONTRACT NO. GS-15F-0030K			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER EP-G135-00253		5. SOLICITATION NUMBER		
7. FOR SOLICITATION INFORMATION CALL:			a. NAME Geoffrey Krieger			b. TELEPHONE NUMBER (No collect calls) 312-353-2075		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507			CODE R5		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) </div> <div> NAICS: 561611 SIZE STANDARD: \$19.0 </div> </div>				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507			CODE R5		16. ADMINISTERED BY Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507				
17a. CONTRACTOR/ OFFEROR RESOLUTION SERVICES LLC Attn: AMY L Whalen Risley 900 MASSACHUSETTS STREET SUITE 603 LAWRENCE KS 660442868			CODE 087385865		FACILITY CODE		18a. PAYMENT WILL BE MADE BY RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711		
TELEPHONE NO. 7858431638			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT	
		DUNS Number: 087385865 This task order is being placed as a BPA under FAR 8.405-3. This is a single award BPA for investigative services to support EPA Region 5 for EEOC complaints and issues. Orders will be placed as necessary by the following EPA personnel: Gilber Colston EPA Region 5 Contracting Officers (Use Reverse and/or Attach Additional Sheets as Necessary)							
								23. UNIT PRICE	
								24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$10,000.00			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.						<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Claudea L. Heise			31c. DATE SIGNED 9/30/13	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>The orders shall be placed after discussion with the vendor on the potential cost of the particular investigation. Investigations shall take primarily take place in EPA Region 5 headquarters (Chicago, IL), however some investigations may take place at EPA satellite offices in Westlake, OH and Grosse Ile, MI. There is a potential for interviews to take place in other locations if witnesses/relevant persons are located off-site or in a field deployment. See the attached scope of work for details on the work that may be required under this BPA.</p> <p>The BPA is currently funded at \$10,000. The minimum guarantee under this BPA is \$0, if no work is needed, there is no guaranteed minimum. The maximum potential value of this BPA is \$50,000.</p> <p>Orders shall be placed in accordance with this order, and GSA Schedule contract GS-15F-0030K. The ordering method will be as follows: an EPA ordering officer shall contact the vendor with a statement of work for a specific complaint. A general discussion will be held by phone with the vendor, EPA Region 5 Human Resources, and EPA Region 5 Office of Regional Counsel. This discussion will be primarily to familiarize the contractor with Continued ...</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT (<i>Location</i>)		
		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT

VS CONTINUED

GS-15F-0030K/EP-G135-00253

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NAME OF OFFEROR OR CONTRACTOR

RESOLUTION SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>the work to be required, any special requirements, and to give the contractor enough information to provide a firm fixed price in accordance with FAR 8.405-3(c)(3). This price shall be inclusive of any travel, per diem/hotel, labor, and other costs as necessary to complete the investigation and issue a final report. Once this price is received and accepted by the EPA, work will be authorized through an email from the EPA ordering official or a Region 5 EPA warranted contracting officer. Contractor shall notify the contracting officer by email of the final agreed upon price for each order.</p> <p>TOPO: Gilbur Colston Period of Performance: 10/01/2013 to 09/30/2014</p> <p>Initial funding to accomplish the statement of work. All work shall be accomplished in accordance with this order, and the overarching GSA schedule contract. Work shall be issued by designated EPA personnel in writing.</p> <p>Accounting Info: 13-14-B-05T-ZZZGF2-2504-1305T3E511-001 BFY: 13 EFY: 14 Fund: B Budget Org: 05T Program (PRC): ZZZGF2 Budget (BOC): 2504 DCN - Line ID: 1305T3E511-001</p>				10,000.00
	<p>Funding Flag: Partial Funded: \$6,200.00 Accounting Info: 13-14-B-05T-202BJ7-2504-1305T3E511-002 BFY: 13 EFY: 14 Fund: B Budget Org: 05T Program (PRC): 202BJ7 Budget (BOC): 2504 DCN - Line ID: 1305T3E511-002 Funding Flag: Partial Funded: \$600.00 Accounting Info: 13-T-05T-ZZZGF2-2504-1305T3E511-003 BFY: 13 Fund: T Budget Org: 05T Program (PRC): ZZZGF2 Budget (BOC): 2504 Job #: 0500BM00 DCN - Line ID: 1305T3E511-003 Funding Flag: Partial Funded: \$3,200.00</p> <p>The obligated amount of award: \$10,000.00. The total for this award is shown in box 26.</p>				

STATEMENT OF WORK
INVESTIGATIVE SERVICE REQUIREMENTS
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5-CHICAGO ILLINOIS

1. General Information

U.S. EPA, Region 5, has a requirement for investigative services. These investigatory services would include but not be limited to such actions as:

- conducting personal subject interviews and production of sworn statements
- collect and review documents

These investigative actions are intended to determine whether violations of Agency rules and policies occurred. Specifically, the investigation might include whether Agency the following occurred:

- abuse of authority
- code of conduct violations
- merit systems violations
- prohibited personnel practices
- workplace harassment

The scope of an investigation will be described in the tasking orders, and face-to-face meetings to occur between the vendor and EPA's Contracting Officer Representative (COR) prior to beginning an investigation.

The vendor's investigators will be expected to gather the facts, obtain supporting documentation and summarize the information. The vendor will produce a Final Report of Investigation which covers each of the areas described above. The vendor will provide all of the clerical support necessary to prepare written summaries and sworn statements (or affidavits).

If the investigation of the incidents described results in trials, hearings, civil litigation or other disputes before federal, state, or local courts, administrative tribunals/agencies which necessitate investigator testimonials, the vendor's investigator(s) must be available to testify as either an expert or ordinary witness.

2. Description of Work

Investigations normally will originate in the Chicago, Illinois area. The investigative services vendor supervisory element will effect face-to-face interaction relative to investigative requirements, progress and results. It is possible that investigative leads will develop, often with

little or no advance notice, at other locations in EPA Region 5 states. Investigatory procedures shall include:

- a) Taking sworn/affirmed declarations from persons who may have information relevant to the subject of the investigation
- b) Review of documents, files, regulations, policies, laws, and other evidentiary material
- c) Recording testimony with declarant's knowledge and permission if necessary

Tapes and tape recorders and all other required equipment/items shall be provided by the vendor and shall remain the property of the vendor. Copies of tapes shall be provided to the EPA as part of the Final Report of Investigation, along with all other evidence generated in preparing the Report.

Investigations will be completed within thirty calendar days of the date the case was received by the investigator, unless otherwise stated on the task order. Requests for extensions should be made to EPA in writing. The case will be considered open the day the vendor receives the order and any supporting documents from the EPA. The case will be considered complete when the results and final report, supporting documents, and any other evidence are provided and accepted by the EPA.

While the reports and all other material are in the custody of the vendor, it shall be responsible for preventing unauthorized disclosure and maintaining a proper chain of custody for all evidence. The investigator's work product shall always be considered the property of the EPA even while in the vendor's custody. No disclosure shall be made to any individual or organization unless so directed by the EPA.

Prior to the commencement of the investigation, the EPA representative and vendor's representative will meet for the exchange of information and a discussion of the specifics of this investigation. During that meeting, the vendor's representative will provide an estimate of the investigative time required. A task order will be issued after this initial meeting.

3. Additional Information

All references to days in this scope of work shall refer to calendar days excluding the following: Saturdays, Sundays, federal government holidays, and days when weather or other conditions have made EPA facilities inaccessible.

The vendor shall plan and schedule the investigation in coordination with the EPA Human Resources Office liaison, who acts as the designee of the Human Resources Officer. The EPA, HRO liaison shall be the source for technical or administrative coordination required by the vendor. The vendor shall coordinate all phases of the investigation with the designated representative. The designated representative will be someone from the Human Capital Office and/or someone from the Office of Regional Counsel (ORC), and will be determined on a case by case basis.

Prior to beginning the investigation, the EPA Region 5 shall provide the vendor with a letter of authorization for each vendor employee who will be performing active Investigatory services. This authority will identify the vendor and vendor's agent as performing investigatory services for and with the authorization of EPA Region 5 management. The contractor is responsible for ensuring that EPA employees who are contacted understand that the contractor is only responsible for gathering information, not for determining or adjudicating facts. Additionally, if an EPA employee declines to be interviewed, contact the EPA representative for further instructions.

Should any evidence of criminal conduct or activity, the contractor is to stop work immediately and notify the EPA COR.

4. Reports of Work

Reports of Investigation shall be sufficient to allow an independent review of fact to assist in adjudication of the charges. The reports must also contain adequate descriptions and explanations to allow those not familiar with EPA and its employment practices to understand the results of the investigation using only the report as their source of information.

One week prior to the date for the submission of the final investigative report, the vendor will provide one (1) copy of the draft investigative report to the EPA Region 5 Human Capital Officer (HCO) or their designated representative. The EPA will have five (5) days for review and comment. Upon approval, the contractor shall submit the final investigative report to the HCO by electronic mail and on a compact disc. Four (4) copies of the compact disc shall be provided to

Deliverables	Delivery Date
Draft Report of Investigation	One week prior to end of order
Final Report of Investigation	One week after receipt of EPA approval of draft Report of Investigation

the EPA for each report.

All vendor employees providing services on site in EPA government or leased space will be subject to security procedures in effect.

